

FILE NO: PSC2009-02488

TITLE: NAMING AND RENAMING OF RESERVES POLICY

OWNER: DIRECTOR CORPORATE STRATEGY AND SUPPORT

1. PURPOSE:

- 1.1 The purpose of this policy is to provide consistency in the process of naming and renaming reserves.

2. CONTEXT/BACKGROUND:

- 2.1 The naming and renaming of reserves is a process defined within the Geographical Names Board (GNB) guidelines to comply with the Geographical Names Board Act 1966.
- 2.2 Council must comply with this Act when naming or renaming its reserves.
- 2.3 It involves consultation with GNB, the community, Crown Lands, Historical Society and Local Aboriginal Land Councils (where applicable).

3. SCOPE:

- 3.1 To provide consistency in the process of naming and renaming of Council owned reserves or Crown reserves which Council are appointed the Crown Land Manager.
- 3.2 This policy applies to the naming and renaming of Council owned reserves (either public reserves or drainage reserves) and Crown reserves where Council is appointed as the Crown Land Manager.
- 3.3 Requests for the naming of other Crown lands should be referred back to the applicant with the advice they should contact the relevant Crown office directly.
- 3.4 **PART A – THE NAMING OF COUNCIL OWNED RESERVES** (ie. Council holds freehold title) (ie. Council holds freehold title)
- a) An application/enquiry is received at Council either from a person or agency or by a section of Council with the proposal to name or rename a reserve. Initial consultation between Council's Senior Property Officer and relevant Council staff will determine if naming is required or appropriate (eg. reserve possibly already named).

- b) Applications for the naming of reserves are to comply with the GNB Place Naming Policy.
- c) Form (fact sheet) and guidelines as set by the GNB for determination are located on the GNB website www.gnb.nsw.gov.au. Where an application is received seeking commemoration of a living person, the application shall be refused.
- d) Where the application is received seeking the commemoration of a deceased person (12 months must have passed since they deceased) then a Commemorative Naming Form and guidelines as set by the GNB should also be completed.
- e) Where the proposed name has a historical connotation, the relevant local Historical Society shall be notified by mail or email of the proposal and requested to comment on the historical suitability of the name.
- f) Where the proposed name has an Aboriginal connotation, the relevant Local Aboriginal Land Council shall be notified in writing of the proposal and requested to comment on the suitability of the name.
- g) Council must undertake community consultation on the proposal before submitting an application to GNB.
- h) A recommendation will be prepared for the Ordinary Council Meeting providing relevant details requesting Council apply to the GNB with the proposed name.
- i) If the recommendation is approved, Council's Strategic Property team will complete the required application form after liaising with the applicant to obtain all details. This form will be submitted to the GNB with any other required documents for the Board to determine.
- j) If the recommendation is not approved, the applicant is advised to propose a new name and the process will begin again. A new application fee will be payable.
- k) If the GNB determines the name is appropriate it will advertise the proposal for 1 month.
- l) At the close of the advertising period and if objection(s) have been received, copies of all objections will be reported to Council for comment.
- m) The GNB Board will review submissions and either reject, alter or endorse the name.

- n) If no objections are submitted by the public, the name becomes official and the GNB will update the official NSW mapping database and the Geographical Names Register.
- o) The reserve is taken to be officially named upon publication of a notice by the GNB in the New South Wales Government Gazette.
- p) Suitable signage to be erected upon the reserve at such position(s) as determined by the required Facilities and Services staff or his/her nominated representative.

3.5 PART B – THE NAMING OF CROWN RESERVES OVER WHICH COUNCIL HAS BEEN APPOINTED 'CROWN LAND MANAGER'

- a) Requests are to comply with point 3.4(b) of this policy.
- b) Approval shall be obtained from the Regional Office of Crown Lands prior to public consultation.
- c) If approval is obtained, compliance with requirements of points 3.4 (c) to 3.4 (n) inclusive of this policy.

4. DEFINITIONS:

- 4.1 An outline of the key definitions of terms included in the policy.

Crown Reserve	Crown reserves are land set aside on behalf of the community for a wide range of public purposes including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.
Crown Land Manager	A Council can be appointed as Land Manager of a Crown reserve by notice in the Government Gazette. An appointed Land Manager is responsible for the care, control and management of the specified Crown reserve. It is important to note that councils are not appointed as Land Manager for all reserves in its area.

5. STATEMENT:

- 5.1 It is Council's intent that this policy specifies the requirements of naming and renaming a Council owned reserve or Crown reserve over which Council has been appointed Crown Land Manager.

6. RESPONSIBILITIES:

- 6.1 Roles and responsibilities - the Senior Property Officer is responsible for the implementation of this policy.
- 6.2 Support and advice - can be obtained from the GNB, Historical Society and Local Aboriginal Land Council and Crown Lands where applicable.
- 6.3 Communication - Council staff and the community will be consulted via public advertising for the consultation period and after the name is finalised. The GNB will publish the name in the NSW Government Gazette.
- 6.4 Implementation of this policy with adoption of uniform guidelines endorsed by the GNB will enable ratepayers and public authorities such as the Police and Ambulance Services to more easily locate reserves.
- 6.5 The applicant would be responsible for costs. Therefore, if Council was the applicant the costs would be minimal, generally only for signage.

7. RELATED DOCUMENTS:

- 7.1 [GNB – Naming a Place.](#)
- 7.2 [GNB – Place Naming Policy.](#)
- 7.3 [GNB – NSW Place & Road Naming Proposal System.](#)
- 7.4 Council's Road Naming and Renaming Process.

CONTROLLED DOCUMENT INFORMATION:

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Process owner	Director Corporate Strategy and Support		
Author	Strategic Property Coordinator		
Review timeframe	3 years	Next review date	27 February 2027
Adoption date	9 October 2012		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	9 October 2012	Property Officer	Policy Adopted	263
2	12 August 2014	Property Officer	Policy Amended	208
3	11 September 2018	Property Officer	Transferred into new format. 3.1 - Change reference from Trust Manager to Crown Land Manager. 3.5 – Change reference from Trust Manager to Crown Land Manager. 5.1 – Change reference from Trust Manager to Crown Land Manager.	284
4	13 April 2021	Senior Property Officer	Policy Owner - Updated to Group Manager Corporate Services. 3.4 a) - Added 'Senior' to the title to reflect current organisational structure. 3.4 b) to p) – Grammatical updates to reflect current GNB Place	079

Version	Date	Author	Details	Minute No.
			Naming Policy and process. 3.5 - Grammatical updates to reflect current GNB Place Naming Policy and processes. 4.1 – Added the definition for ‘Crown Land Manager’. 6.1 – Added ‘Senior’ to the title to reflect current organisational structure. 6.3 – Communication – updated to current process. Updated Controlled Document Information: • Process Owner updated to Group Manager Corporate Services. • Author updated from Property Officer to Senior Property Officer. • Amended review timeframe to 3 years in accordance with Council’s policy and review process.	
5	27 February 2024	Strategic Property Coordinator	Minor grammatical and format amendments. 3.4 f) deleted ‘by mail or email’ updated to ‘in writing’. Updated Controlled Document Information: • Policy Owner updated to Director Corporate Strategy and Support. • Author updated to Strategic Property Coordinator.	019